



UNITED STATES PROBATION OFFICE
Eastern District of Texas
Probation Receptionist
Vacancy Announcement 12-02

Posting Date:	March 23, 2012
Closing Date:	April 13, 2012
Type:	Permanent Full-time

Salary:	\$31,009 - \$55,864
Location:	Beaumont, Texas
Entrance on Duty:	Flexible

INTRODUCTION: The United States Probation Office for the Eastern District of Texas has an immediate opening for a full-time Probation Receptionist position in the Beaumont office. The incumbent is hired by the Chief Probation Officer and works directly for the U.S. Probation Office. This position offers promotion potential up to CL-24.

REPRESENTATIVE DUTIES: The function of a Probation Receptionist is to provide specialized technical and administrative support to probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer. Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork; contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations; and obtain related records regarding offenders/defendants, following established practices and protocols. Format, type, and edit reports prepared by officers.

REQUIRED EDUCATION/EXPERIENCE: Must be a high school graduate or equivalent with at least two years progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. For placement at salary level above minimum, must have at least one year of specialized experience, which is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

QUALIFICATIONS/SPECIAL SKILLS: Computer literacy required and a working knowledge of Word and Windows. Must demonstrate that he/she possesses: a good knowledge of spelling, punctuation, and grammatical usage; ability to compose moderately complex letters without dictation; ability to meet the public and act as a receptionist; ability to maintain confidentiality.

EMPLOYEE BENEFITS: The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care

and dependent care expenses), life insurance, annual and sick leave, a Long Term Care plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include from 13 to 26 vacation days, 10 paid holidays per year and 13 days of sick leave annually which may be used for care of sick family members.

INFORMATION FOR APPLICANTS: The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. The selected candidate will be subject to a background check as a condition of employment.

APPLICATION PROCESS: The application is located at www.txep.uscourts.gov and should be submitted by mail to the address below or emailed to hr@txep.uscourts.gov. Resumes will not be accepted. Applications must be received by April 13, 2012. Only applicants who are selected to proceed to the next step will be contacted.

U.S. PROBATION OFFICE
ATTN PERSONNEL SPECIALIST
300 WILLOW ROOM 327
BEAUMONT TX 77701

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.

The U.S. Probation Office is an Equal Opportunity Employer